



## Accidents and Incidents Policy

### The Purpose of the Policy

The purpose of this policy is to ensure that when an accident occurs in Magic Years Nursery, appropriate action is taken and accurate information is recorded and communicated. An accident is seen as an occurrence which has resulted in an injury to one or more person.

It is the responsibility of every member of staff to ensure that accidents and injuries are dealt with in a timely manner. It is the responsibility of the manager to ensure that all members of staff have knowledge of first aid and that at least one member of staff on duty at all times who have a valid first aid certificate.

It is the responsibility of the member of staff who has administered the first aid to write the accident report and ensure that it is signed by the parent of the child or children involved. All staff member has a responsibility to ensure that the manager is informed when items from the first aid box are used so that it can be restocked.

### Accidents

Location of accident files: **in the main office**

### Minor Accidents

In the event of a minor accident the following procedure must be followed:

- The injured child will be assessed immediately by a first aider
- Another member of staff will visually check the area where the child has injured themselves
- The child will be given first aid treatment as required
- The child will stay with the staff member for at least 10 minutes before going back to play
- The staff member will notify the deputy and the manager of the accident
- The manager and deputy manager will make a decision depending on the severity on the incident if the parent or carer needs to be notified
- The staff member will complete an accident form, which will be checked over and signed by the child involved parents.
- A risk assessment must be completed after the accident to help the nursery to minimise further risk to the children.
- Staff should be informed if the parent/carers has any cultural or religious reasons regarding first aid/medical treatment
- Disposable gloves must be worn by staff when dealing with body fluids
- All bodily fluids, waste and soiled dressings must be securely sealed in polythene packaging. Any paper tissue can be flushed away in the toilet. Ensure that protective gloves are also disposed in a similar way. And hands must be washed
- Only non allergenic dressings and wipes are to be used
- The manager is responsible for reporting any shortages of supplies from the first aid box to the management team for restock.

- There must be a regular monitoring if a child receives a head injury, and parent/carer must be given advice slip on head injuries

### **Head injuries**

If a child has a head injury in the setting then we will follow the following procedure:

- Calm the child
- Assess the child's condition to ascertain if a hospital or ambulance is required. We will follow our procedure for this if this is required (see below)
- If the skin is not broken we will administer a cold compress for short periods of time, repeated until the parent arrives to collect their child
- If the skin is broken then we will follow our first aid training and stem the bleeding
- Call the parent and make them aware of the injury
- Complete the accident form
- Keep the child in a calm and quiet area whilst awaiting collection
- We will follow the advice on the NHS website as per all head injuries <https://www.nhs.uk/conditions/minor-head-injury/>
- For major head injuries we will follow our first aid training.

### **Major Accidents**

In the event of a major accident the following procedure must be followed:

- The injured child will be assessed immediately by a first aider
- A staff member must immediately call for the manager or deputy manager
- Another member of staff will move all the other children to either one side or the room or out of the room depending on the severity of the accident
- The manager or deputy manager will immediately assess the situation, where needed, an ambulance will be called
- Whilst staff are attending to the injured child following any guidance given over the phone from the ambulance controllers, the manager or deputy manager will complete an accident form
- The manager or deputy manager will also get the child's file and calmly inform the parents of the situation and arrange to meet them at the hospital.
- A senior member of staff and a practitioner will go with the child in the ambulance and stay with the child in the hospital until the parent arrives, giving reassurance and feedback to the parent
- The senior staff member travelling to the hospital will take a copy of the accident form and also a copy of the parents contact details
- At the nursery, the manager will conduct a full investigation of the area where the child was injured.
- No children will be allowed to play in the area where the child was injured until the area has been assessed and is safe and cleaned up.
- The manager will take statements from all staff individually regarding the accident and what they have seen or heard
- The manager will notify RIDDOR (Reporting of Injuries, disease and dangerous occurrences)
- The manager will keep full record of the accident, all witness statements, a risk assessment will be completed to minimize further risk
- The manager will contact parents and regularly to check on the child and how the child is recovering
- The manager will provide the parent with a written report of the investigation, detailing how the accident occurred, the supervision levels at the time of accident, what actions that have taken to ensure the accident does not occur again

- The manager will notify Ofsted by phone and follow up with a report
- The local authority designated officer (LADO) for safeguarding will be informed

### **First aid**

The first aid boxes are located in each room, kitchen, main office and garden

These are accessible at all times with appropriate content for use with children.

The appointed person responsible for first aid checks the contents of the boxes regularly, once per term and replaces items that have been used or are out of date.

The staff first aid box is kept **in the main office**. This is kept out of reach of the children.

First aid boxes should only contain items permitted by the Health and Safety (First Aid) Regulations Act 1981, such as sterile dressings, bandages and eye pads. No other medical items, such as paracetamol should be kept in them.

All are trained in paediatric first aid and this training is updated every three years.

All first aid trained staff are listed in every room. When children are taken on an outing away from our nursery, we will always ensure they are accompanied by at least one member of staff who is trained in first aid. A first aid box is taken on all outings, along with any medication that needs to be administered in an emergency, including inhalers etc.

**The appointed person(s) responsible for first aid is Farjana Ahmed/Roxanne Ball**

### **Recording Accidents**

All accidents and injuries recorded must contain the following information of the child/person:

- Name of the child
- Date and time of accident
- How the accident occurred
- The details of the injury
- What treatment if any was given
- If parent was contacted

### **Procedure for incidents**

An incident is considered to be any dangerous or potentially harmful occurrence that happens at Magic Years Nursery. At the earliest safe opportunity, the staff member discovering an incident, record it on an incident form with the following:

- Date and time of the incident
- Nature of the event
- Who was affected and what action was taken
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When appropriate, on discovery of a major incident, staff will report it to the appropriate emergency services before taking any other action and then follow the advice given by the emergency services.

For major incidents or if a crime may have been committed, staff will take full witness statements and keep them with the incident form.

Any logged incident is brought, by the reporting staff member, to the attention of the nursery manager.

The nursery manager will decide what follow up action, if any, is required – see below.

Any follow up is recorded on or with the incident form. The above does not apply to child protection or safeguarding concerns relating only to an individual child.

If an incident raises serious safeguarding concerns, all nursery parents will be notified by email as well as the local authority designated officer (LADO) for safeguarding.

Ofsted will be notified as soon as possible, but within 14 days at most, of any instances which involve a serious injury to, or serious illness of a child in our care and the action we take in response.

Newham First Response Children's Social Care) are informed of any serious accident or injury to a child, or the death of any child, while in our care and we act on any advice given by them.

Any food poisoning affecting two or more children or adults at Magic Years Nursery will be reported to the Newham Environmental Health Department.

We meet our legal requirements in respect of the safety of all staff employees and the public by complying with RIDDOR.

We will report to the Health and Safety Executive (HSE):

Any work-related accident leading to an injury to a member of the public, child or adult, for which they are taken directly to hospital for treatment.

### **Food Safety and play**

Children are supervised during meal times and food is adequately cut up to reduce choking. The use of food as a play material is discouraged. However, as we understand that learning experiences are provided through exploring different malleable materials the following may be used. These are risk assessed and presented differently to the way it would be presented for eating e.g. in trays,

- Playdough
- Cornflour
- Dried pasta, rice and pulses.

Food items may also be incorporated into the role play area to enrich the learning experiences for children, e.g. fruits and vegetables. Children will be fully supervised during these activities.

Food that could cause a choking hazard, including raw jelly, will not be used.

### **Personal protective equipment (PPE)**

The nursery provides staff with PPE according to the need of the task or activity. Staff must wear PPE to protect themselves and the children during tasks that involve contact with bodily fluids. PPE is also provided for domestic tasks. Staff are consulted when choosing PPE to ensure all allergies and individual needs are supported and this is evaluated on an ongoing basis.

### **Dealing with blood**

We may not be aware that any child attending the nursery has a condition that may be transmitted via blood. Any staff member dealing with blood must:

- Always take precautions when cleaning wounds as some conditions such as hepatitis or the HIV virus can be transmitted via blood.
- Wear disposable gloves and wipe up any blood spillage with disposable cloths, neat sterilising fluid or freshly diluted bleach (one part diluted with 10 parts water). Such solutions must be carefully disposed of immediately after use.

### **Needle punctures and sharps injury**

We recognise that injuries from needles, broken glass and so on may result in blood-borne infections and that staff must take great care in the collection and disposal of this type of material. For the safety and well-being of the employees, any staff member dealing with needles, broken glass etc. must treat them as contaminated waste. If a needle is found the local authority must be contacted to deal with its disposal.

### **Accident relating to member of staff**

All accidents are recorded in the accident book located in the office

Any work-related accident leading to a specified injury to of a member of staff. Specified injuries include injuries such as fractured bones and the loss of consciousness due to a head injury.

Any work-related accident leading to an injury to a member of staff which results in them being unable to work for seven consecutive days. All work-related injuries that lead to a member of staff being incapacitated for three or more days will be recorded on accident form.

Any serious accident requiring ambulances or police or any other medical treatment, Magic Years Nursery will notify Ofsted and also report the accident to RIDDOR (Reporting of injuries, diseases, and dangerous occurrences).

Last Updated/Reviewed	Name and Signature
1 <sup>st</sup> September 2021	Laura Sava
Next Review Date: Sept 2022	